NRO APPROVED FOR RELEASE
9 November 2015

Administrative Section, Deputy for Satellite Operations
Chief: GS-6, Mrs. [redacted]
Backup: GS-5, Miss [redacted]
A1C Ronald F. Reemts

Duty Subjects:

Responsible to Deputy for Satellite Operations for providing required administrative support to all elements of the Satellite Operations Center.

Action Items:

a. Performs all dictation, typing, filing and other administrative duties in support of Satellite Operations Center functions.

b. Responsible for all expendable and non-expendable supply requisitioning and accounting for all expenditures.

c. Makes changes to all Satellite Operations Center copies of Reports Control Manuals as required.

d. Renders administrative support during mission operations as directed by project officers.

e. Responsible for proper control and safeguarding of all outgoing and incoming classified data.

f. Responsible for proper certification of all classified material destroyed.

DOES NOT APPLY

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